

SOUTH WHIDBEY SCHOOL DISTRICT

5520 Maxwelton Road

Langley, WA 98260

Sole Source Justification - Services

*Sole source procurements are defined by law as clearly and legitimately limited to a single supplier or as an effect of a special market condition. The District may declare sole source only when satisfactory information and documentation is in place. A decision to negotiate a sole source must be clearly and convincingly established below. This form must be attached to the **Competitive Bidding Exemptions** Form. No purchase order will be issued until this documentation is received by the business office.*

Requestor		Dept.	
Requested Provider		Contract \$	

1. Please describe the service requested and why it's required:

2. Check the reason(s) for the sole source request - attach supporting documentation - be sure to include contact information on other providers which were examined and explanation on why they were not suitable. Include website searches, copies of phone directories, roster lists, etc.

- Sole service provider for this type of service. *(How was this decision reached? What research did you perform?)*
- Service provider performs services for students during non-school hours and continuity is required to endure the student does not suffer adverse effects.
- Service provider possesses special certification(s) required to perform the services. *(Describe the services to be performed, the required certification and why other service providers can't provide the service.)*
- Service provider is identified in the student's IEP. *(Keep confidential student records available for reference if needed.)*
- The need for this service is emergent and this is the only provider available. *(Provide documentation on the timeline constraints and research performed to ensure this is the only source.)*
- Renewal of existing agreement. *(How have you re-verified that this sole source is still appropriate?)*

Requestor Signature		Date	
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